

# THE HONG KONG FEDERATION OF YOUTH GROUPS BUILDING

## 香港青年協會大廈

### Application for Hiring of Audio/Visual System, Equipment and Catering Services

#### 影音 / 會議設備及餐飲服務租用申請表 (頁一)

此欄由本會填寫 (For Official Use Only)

Received Date:

Serial No.

Name of Organization 租用機構: \_\_\_\_\_

Event 節目名稱: \_\_\_\_\_

Date and Time of Event 租用日期/時間: \_\_\_\_\_

Venue of Event 租用地點: \_\_\_\_\_

Name/Phone no. of Hirer 租用人姓名/電話: \_\_\_\_\_

I. Audio/Visual System 影音設備	Hire Rate (HK\$) 租用價錢		Provision Date 使用日期	Provision Time 使用時間
	Per Hour 時租	Per session (4-hour) 每節 (4 小時)		
Technical Support (each onsite technician) 技術人員協助 (每名駐場技術員)	\$150	\$400		
LED Video Wall (7.488m x4.032m) (for Auditorium only) LED 顯示屏牆 (7.488 米 x 4.032 米)(只適用於演講廳)	\$650	\$2,000		
10,000 Lumens Laser Projector/Electrical Screen (for Auditorium only) 10,000 LM 鐳射投影機/電子銀幕 (只適用於演講廳)	\$160	\$500		
LCD Projector/Electrical Screen 液晶體投影機/電子銀幕	\$100	\$300		
LCD Projector/Manual Screen (For Meeting Rooms 1902 to 1905) 液晶體投影機/手動銀幕 (只適用於 1902 至 1905 會議室)	\$100	\$300		
Wired or Wireless Microphone 有線或無線咪	\$30	\$100		
Computer Notebook 手提電腦	\$100	\$300		
Spotlight (for Auditorium, Multi-function Hall I) 射燈 (只適用於演講廳及多功能廳 I)	\$300 per use			
DVD Player (for Auditorium, Board Room, Multi-function Hall I) 數碼影碟機 (只適用於演講廳、董事會議室及多功能廳 I)	\$200 per use			
43" UHD LED TV with Rolling TV Stand 43 吋超高清電視機連活動式腳架	\$300 per use			
63" Plasma Display (for Multi-function Hall II Only) 63 吋等離子顯示屏 (只適用於多功能廳 II)	\$200 per use			
Wireless Belt-pack Microphone 無線夾咪	\$200 per use			
White Board+2 Pens 白板連 2 支白板筆	\$60 per use			
Flip Chart+2 Pens+20 Pieces of Paper 掛紙白板連 2 支白板筆及 20 張紙	\$60 per use			
Laser Pointer 鐳射棒	\$30 per use			
Live Broadcast Service (from Auditorium to Multi-function Hall II, Room 801, Theatre and Meeting Rooms 1001 to 1003) 聯播服務 (只適用於由演講廳聯播至多功能廳 II、801 會議室、演講室及 1001 至 1003 會議室)	\$300 per use			
Broadband Internet Service 寬頻上網服務	\$100 per PC Notebook			

1) Hire of AV System in the Auditorium should be supported by our Technician 演講廳之影音設備必須由駐場技術人員操控

2) If you wish to use your own equipment, please state clearly for approval 未經許可,不得使用自備器材

(July 2022)

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**影音 / 會議設備及餐飲服務租用申請表 (頁二)**

<b>II. Other Equipment 其他設備</b>	<b>Quantity 數量</b>	<b>Hire Rate((HK\$) 租用價錢</b>	<b>Provision Date 使用日期</b>	<b>Provision Time 使用時間</b>
Acrylic Podium 亞加力膠演講臺		\$200 per use		
Additional Table 額外會議枱		\$20 per table		
Additional Chair 額外會議椅		\$10 per chair		
2 Armchairs and 1 Coffee Table 單人扶手梳化2張連茶几		\$300 per set		
Armchair 單人扶手梳化		\$150 per chair/ \$250 per 2 chairs		
Bar Table 吧枱		\$100 per table		
Bar Chair 吧椅		\$80 per chair		
Coffee Table 茶几		\$50 per table		
Artificial Floral Arrangement 絲花擺設		\$30 per piece		
White Round Table Cloth (For banquet) 白色圓枱布(宴會用)		\$50 per piece per use		
Table Skirting 枱裙		\$50 per piece per use		
Chair Cover 椅套		\$30 per piece per use		

<b>III. Catering Services 餐飲服務</b>	<b>Charges 價錢 Per head 每位計</b>	<b>Serving Date 享用日期</b>	<b>Serving Time 享用時間</b>
Tea/Coffee/Refreshment (for Multi-function Halls I and II) 茶/咖啡/茶點 (只適用於多功能廳 I 及 II)	Please refer to the Café 21 Order Forms as attached 請參閱 Café 21 到會服 務訂購表格 ( Note 2)		
Bottled Distilled Water 樽裝蒸餾水	\$10		
Water Dispenser+2 Bottles of 5-Gallon Distilled Water 冷熱飲水機連 5 加侖裝蒸餾水 2 樽	\$150 per use		
Additional 5-Gallon Distilled Water 額外 5 加侖裝蒸餾水	\$50 per bottle		
Obligatory Catering Surcharge 餐飲附加費 (必須徵收)	\$400 per function		
Catering Waste Disposal Fee 餐飲垃圾清理費	\$300 (MFH II on 8/F) \$200 (MFHI on 25/F; Room 801)		

- For AV System and Equipment Booking, please complete the related application form(s) and either fax to 3755-7155; email to [bm@hkfyg.org.hk](mailto:bm@hkfyg.org.hk); mail to Building Management Unit, 21/F, HKFYG Building, 21 Pak Fuk Road, North Point, H.K., or contact BM staff at 3755-7098/ 3755-7188/ 3755-7189 for enquiries.  
預訂影音或會議設備服務，請填妥有關申請表格並傳真至 3755-7155; 電郵至 [bm@hkfyg.org.hk](mailto:bm@hkfyg.org.hk); 郵寄至北角百福道 21 號香港青年協會大廈 21 樓香港青年協會大廈管理組收; 或致電 3755-7098/ 3755-7188/ 3755-7189 向大廈管理組職員查詢。
- For Catering Service provided by Café 21, please complete the attached Order Forms and fax to 3188-5793 direct; or contact the Shop Manager at 3188-5792 for enquiries.  
如訂購餐飲到會服務，請填妥 Café 21 到會服務訂購表格並傳真至 3188-5793; 或致電 3188-5792 向店長查詢。
- If outside catering service is required, please specify hereunder 如使用其他到會服務公司，請在下列填報有關資料: